

REQUEST PROCESS:
Submit 14 days prior to rental date:

1. completed application
2. rental fee (separate check)
3. security deposit (separate check)

SEARS PARK
Pavilion/Picnic Shelter ~Facility Application~

APPLICANT NAME:		DATE OF USE	FACILITY <i>(check one)</i>	TIMEFRAME <i>(check one)</i>	# PEOPLE ATTENDING:
			<input type="checkbox"/> PAVILION	<input type="checkbox"/> Full Day <i>(9am-6pm)</i>	# of E.Hampton residents: ____
			<input type="checkbox"/> PICNIC SHELTER	<input type="checkbox"/> Half Day <i>(9am-1pm)</i>	Total # Attending: ____
			<input type="checkbox"/> OTHER: _____	<input type="checkbox"/> Half Day <i>(1pm-6pm)</i>	# VEHICLES: # ____
				<input type="checkbox"/> _____	
CONTACT INFO: Home Phone #: _____ Work Phone #: _____ Cell Phone #: _____ Fax #: _____ E-mail Address: _____			GROUP NAME:		
			Non-profit Organization?		
			<input type="checkbox"/> yes <input type="checkbox"/> no		
SPECIAL CONSIDERATIONS and/or EQUIPMENT NEEDED:			ADDRESS:		

RULES & REGULATIONS: Applicant agrees to abide by all the Rules & Regulations detailed on the Town of East Hampton website (www.easthamptonct.gov) for Sears Park and/or other East Hampton Parks & Recreation facilities.

(signature ~ applicant)

(date)

(signature ~ Parks & Rec. Dept.)

(date)

Office Use Only:

- ☐ Complete & Signed Application
- ☐ Rental Fee.....\$ _____
ck # _____
- ☐ Security Deposit.....\$ _____
ck # _____

Office Use Only:

- ☐ copy to Park Supervisor
- ☐ copy to Applicant

Office Use Only:

- ☐ returned Security Deposit on: